



WESSEX PREMIER Pricing Program

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The Wessex Premier Pricing Program is a comprehensive pricing and record-keeping program for Picture Framers.

It has been written and developed by a GCF picture framer and so is practical & easy to use.

Features

- ➔ Sophisticated frame pricing.
- ➔ Quick to use.
- ➔ Easy to change between Inches, Cm. or Mm.
- ➔ Ability to change the pricing items to reflect an individual business.
- ➔ Allows for stacked mouldings.
- ➔ Can notify if a moulding is – low on stock, discontinued, or needs to be ordered.
- ➔ Reminds if work is likely to need oversized mountboard or glass.
- ➔ Can add in any additional cost with or without VAT.
- ➔ Easily give discounts.
- ➔ Multiple work tickets can be saved on one invoice.
- ➔ Running job total shown on main form.
- ➔ Quantity of moulding needed shown on WorkTicket.
- ➔ Work tickets can be retrieved by - Invoice number, WorkTicket number, Name, Date or Moulding.
- ➔ Gives collection date based on your turnaround time, even allowing for Sundays & Christmas!
- ➔ Produces list of work still to be completed, in order of collection date.
- ➔ Produces list of work completed but not collected, in date order.
- ➔ Lists moulding stock & value.
- ➔ Lists low moulding stock.

- ➔ Lists mouldings by quantity used.
- ➔ Useful calculator for framers.
- ➔ Set of "HowTo" videos in Help section.
- ➔ Easily networked.
- ➔ Automatic backup.
- ➔ Database file compatible with Microsoft "Office" (and other office suites).
- ➔ Major settings can be password protected.

System requirements -

Operating system – Microsoft Windows XP(recommended), Windows 98se, ME, 2000, Vista, also Windows 7.

Microsoft .Net Framework 1.1 (supplied on CD)

A PDF file reader (supplied on CD)

Disk space – The program itself uses 9.21mb, the .Net Framework 36.15mb. & Sumatra PDF reader 1mb.

Installation -

NB. If you are **upgrading** from a previous version - make sure you have saved a copy of your database file & the values file. These can then be copied back when the new version is installed.

Then uninstall the old version (In XP go to "Control Panel", "Add/Remove Programs").

After the new version has installed and the files copied into it – the records of the mouldings stocked will need to be marked as "current" (see below).

Allow the CD to autorun, then click the "Install" button on the menu (this can take upto 30 seconds or so).

You can also "Browse" the CD, as well as installing the .Net Framework & SumatraPDF reader Clicking on the Wessex Pictures web address will take you to their website (assuming you have an internet connection).

If the the autorun facility is disabled on your computer – Double-click on "My Computer", double-click on the CD drive (usually "D:"), then double-click on "Setup" (the one with the CD icon).

If you do not already have .Net Framework 1.1 installed (other programs also use this item) then you will prompted to do so first of all.

You will also need to have a PDF file reader to run the "Help" file, most computers will have Adobe Acrobat (now on version 9) from www.adobe.com . However I've supplied "SumatraPDF" on the CD, this is a much quicker and takes up a sixth of the disk space compared to the Adobe product.

To install SumatraPDF "Browse" the CD and Double-Click on "SumatraPDF-0.9-install".

Note : Neither the program or the .NET framework will run on Windows 95.

How the Program works -

Costing

The principle behind the program is that a variable cost (based on the area or perimeter) is added to a "base" cost. For example – if standard glass is priced at 0.5 pence/sq. cm. and glassbase is 250 pence, then a 20 x 30 cm piece of glass will cost $600 \times 0.5 + 250 = 550$ pence. This result is added to the rest of the items, which are worked out in a similar way, VAT is added and the result displayed.

Altering the base price against the variable price allows for different pricing "strategies", ie. a high base price with a low variable price will mean that small frames are (relatively) expensive, while large frames

are (relatively) cheap. Whereas a low base price against a high variable price will mean that small frames are cheap with large frames being expensive. Obviously a “happy medium” is usually required. So, some experimentation will be called for to match the program's results against the prices you wish to charge.

Database

The database consists of three linked tables – Mouldings, Customers & WorkTickets. The program uses the information in the Mouldings table to help work out the price. This is then combined with the other pricing information and details from the Customers table to make up the WorkTicket. The WorkTicket is the fundamental record and is combined with other WorkTickets (if necessary) to make up Invoices.

30 Day Trial

When the program is first run a set of numbers is generated and shown on the initial form, quote these to your vendor who will give you an enabling code. You have thirty days to do this before the program locks up. This is to (obviously) stop unauthorised copying, to allow the program to be sent out on a sale-or-return basis and to encourage framers to buy it!

The 30 day trial box will (annoyingly) reappear each time you click “Reset” until a code is put in.

If the program is put onto a different computer (or, more precisely, a different hard-disk) a new code will be needed. Once the correct code has been entered the 30 day trial box no longer appears.

Initial Practice

When Wessex Premier is first run a set of basic labels & values are loaded, together with a small sample database. These means that the program can be used straight away to practice pricing and saving work tickets.

So – enter 20 x 16 in the size boxes. Check that inches are selected. Enter “W15” in the moulding box. Then select “Plain Mount” and “Standard Glass” from the drop-down lists. Click “Total Price” and there, you've used the program to price your first frame!

Practice changing the quantity, mount, glass etc., add an “Extra Cost” (in “Sundries”). Each time clicking “Total Price” to calculate the new selection.

Now click the “+” button to save the price. Follow the prompts for description etc. to complete the information the program needs. You can work out some more prices and save them. Next click the “Save” button to save the work tickets to the database. Easy isn't it?

As you accumulate saved work tickets the moulding used will be deducted from the stock record. When the stock is below a certain level (initially 3mt, 1 length) a warning is shown. See below for more information.

Look at “Tools”, “Manage Database” and practice editing & adding records.

Once you have got used to using the main forms you can try altering the values of the program's parameters and see the effect they have on the price.

When you feel that you are ready to use the program for real you can load a fresh (blank) database file to replace the “practice” one (see below).

If you have tried out the program at home and transfer it to the computer at work you will need to contact Wessex Pictures for a new activation code, also make sure you have saved any Labels/Values & database that you wish to copy over.

The database file used by this program is called “V3.mdb”.

It is not directly compatible with the “v2.mdb” database file used by Wessex Pricing Program Advanced (wpp2). However data can be transferred (see below).

Setting up the program

When the Program is first run a suggested set of basic labels & values are loaded, as well as a small sample database, these are just suggestions “to get you going” and can be changed to suit. Further mount, glass & sundries labels will need to be entered, they will reflect your business, you can always add, or delete, further labels later as things develop. You can also start with a fresh database (see below).

On the menu bar click “Setup” - “Customise Labels”, then select the appropriate tab. The label can contain upto 14 letters & spaces. Click “Save” for each label.

Having saved some labels - values will need to be associated with them. Go to “Setup” - “Customise Values”. Select a label and enter your desired value, the values are in PENCE and PENCE/Sq. Cm. Click “Save” for each label. The labels will now appear on the main form (if no values have been saved with them then zero value is assumed).

The labels and values can be printed off for reference (click “Print”). They can also be saved (backed-up) to an external source, then, if the worst happens and the program has to be re-installed for some reason, the labels and values can be restored from the back-up file rather than re-entering everything by hand.

A database of your mouldings will need to be created with a new record for each moulding (see “Manage Database – Mouldings” below). The moulding ID code should be written on the matching chevron. Once this chore has been completed you are ready to adjust the program to give the prices you want.

As with the previous Wessex Pricing Programs I suggest you set up this program by matching your current prices and not worry too much about the precise values that you put in.

By that I mean work backwards from the retail price you want to charge (ie. You know how much you want to charge for a 10” x 8” with mount and glass). Remember, any computer program will calculate your prices, not tell you what your prices should be!

To change your price from sq. inches to sq. Cm divide by 6.452

To change your price from inches to Cm. divide by 2.54

Using the Program

Enter the rebate dimensions into the first two boxes, the “Tab” key can be used to move to the next box.

! The dimensions INCLUDE the mount margins (if any), as some customers prefer wide mount margins & some narrow margins.

Check that the measurement system is the right one. Then enter the Moulding ID code (this would normally be written on your sample chevron having created the moulding record). If there is a second moulding click the “+” button and the second moulding box will be enabled (NB. This is always the inner moulding).

(You can also enter the Moulding ID from the Supplier's number by clicking the small “S” button.)

If the moulding is not in your database you can type “GUEST” into either of the Moulding ID boxes then, after you have clicked “Total Price” you will be asked for the Width (mm) and wholesale Cost per metre (£. p) the program will then produce the price.

Select the Mount and Glass required. Then select the sundries from the drop-down box, you can add more than one (upto four) but you can only add it once. They are then displayed in a lower list. If you change your mind and want to remove a sundry item – select it – then right-click.

If you wish to add in an extra cost to the total price choose this option from the sundries menu and a form is shown to input the amount (in £.p). Normally this will have VAT added to it in the total price, however if you need to input an extra cost that includes VAT tick the box and the net amount will be displayed on the main form.

You can click the cryptically named “D”, which stands for “Discount” (but we don't want to make that too

obvious to the customer) this will show the default discount (set in "Options", see below) if you wish to change it - click the up or down buttons (the percentages are in 2.5% steps for ease of use). If you decide not to give the discount then click "D" again, the discount box disappears, click "Total Price" to recalculate. Enter the quantity needed (the default is one), and then click "Total Price". The price is displayed in the adjacent box. (After "Total Price" has been clicked if you hold the mouse pointer over the moulding code(s) the supplier & the supplier's number are displayed.)

You can change any of the parameters (for instance Standard to Non-Reflective Glass) and then click "Total Price" again to display the new price. If you wish to start afresh click "Clear" and all the boxes are emptied.

The above section just deals with pricing the framing job. It only uses the Mouldings table of the database and so it is sensible to practice with just this part of the program for a while to get use to using it.

But to exploit the program's full potential you will want to create Work Tickets records and a Customer database – read on!

If the customer wishes to go ahead with the job click the button "+" on the right hand panel (the one labelled "Job Tabs"). You will be prompted to enter a description (needed) plus a mount description (if used) and any notes. A new tab containing all the details for that job will be added behind the main pricing form. Repeat for other jobs that the customer may have. A running total is displayed in the lower right of the main form. If the customer changes their mind and decides not to go ahead with a job – select that tab and click the "-" button to remove.

At the top right of the form is displayed the current date. Below that is the date for collection, based on the turnaround time specified in "Options" - "Program" (Sundays are catered for, see below). This date can be changed if needed when the customer is entered (see below).

When all is decided click the **"Save"** button on the right hand panel, you will be prompted to specify the customer. If they are already in your database just start typing the surname and then double-click the high-lighted record, alternatively click "New" to create a new record. Check the collection date is OK, if you wish to change the date shown – click on it and a calendar is displayed, double-click on the new date needed and that will be the one shown and saved with the Invoice.

Click "OK" to complete Save, then an invoice number with the associated work ticket(s) is displayed, the Print options are shown on the lower part of the form (normally you would already have set up the number of invoices/work tickets you wish to print, but you can change if you wish). Bear in mind the speed of your printer. The invoice(s) is printed first (give to the customer, your copy is in the database and can be printed off at leisure), then the WorkTicket(s) to go with the items you have taken in are printed. The Invoice contains an abbreviated description of the job, the WorkTicket shows the full details.

! If you have used a "Guest" moulding this will appear as "Guest Moulding", make sure you have recorded the details in the "Notes" section of the WorkTicket.

Then -

When the work has been finished – edit the work ticket (tick the completed box).

When the work has been collected – edit the work ticket (tick the collected box).

This way the program will show the correct number and value of the the work awaiting collection, and will archive the work tickets where the job has been collected (they will no longer be able to be edited).

Sizing the Main Form – The main form can be increased in size (within limits) and moved about the screen. Each time "Reset" is clicked it will remember its size & position. Each time the program is run it will start in the centre of the screen at its original size.

Printing - Invoices and worktickets can be printed off at the "Save" details stage or from "Manage Database"-"Work Tickets"-"Print". If you wish to just print the Invoice then set the WorkTicket copies to

zero, or just the Work Tickets then set the Invoice copies to zero. (NB. All the Work Tickets for a particular Invoice are printed, ie if there are 3 Work Tickets associated with an Invoice all 3 are printed off.)

Quotes can also be printed (“Tools” - “Print Quote”)

! Your computer needs to have a printer installed (but not necessarily connected) for the Print Preview buttons to work.

! Your default printer is used, and A4 paper assumed.

Menu Bar buttons. (left to right)

“File”



“**Import Database**” This allows you to import a saved (V3) database file. A standard Windows dialog box enables you to locate the file (called “V3.mdb”). When you click “Open” you are prompted to check the dates of the new file against the one to be overwritten. Clicking “OK” will overwrite the existing file with the saved database. *! There is no way to recover an over-written file.*



“**Export Database**” This allows you to export (backup) the program's database file (“called V3.mdb”). A standard Windows dialog box enables you to select the place you wish to export to (presumably a USB flash drive or floppy disk). Highlight the location and click “Save”, the file will then be copied. (It is good practice to do, at least, a weekly backup in case of your computer crashing disastrously. Even better – use the automatic backup option, see below.)

NB. It is recommended that you restart the program in order to reinitialise the database.



“**Exit**” Ends the program (you can also use the “x” in the top right of the form). There is a message box asking you to confirm the Exit, in case you clicked the button accidentally. Also, if you are using the automatic backup option (see below) the message box will remind of the location the database file will be copied to (it could be that you may not want your previously backed up file to be overwritten).

“Tools”



“**Moulding Lengths**” If you sell moulding by the length enter the Moulding ID into first box on the small form, then the length of the moulding, click “A metre will cost...” button and the retail price per metre will be displayed. NB. A different markup is used from the main form, set this at “Setup” - “Values” (see below).



“**Print Quote**” Prints a quotation of the currently displayed price.



“**Quantity**” This is only enabled when “Total Price” has been clicked. This shows the minimum amount of moulding(s) needed, the width of the moulding is taken into account. When two mouldings are used the extra amount needed for the outer frame is included.



“**Calculator**” Performs lots of useful calculations that framers often need to do. Settings such as your retail markup, discount etc. can be saved by clicking on “File” - “Settings” on the Calculator form.



“[Manage Database](#)” This is split into three sections - Customers, Work Tickets and Mouldings. It is here that you update (edit), add and delete records.

To change (edit) a record – click “Edit” and the boxes will turn **yellow** to confirm edit mode. After you have finished click “Save” to save the changes. “Cancel” will roll back any unsaved changes. While “Delete” deletes a record – (Although you cannot delete a moulding or customer record that has been used in a workticket, see “Database” section below.) To add a record - click “Add” and a new blank record will be displayed, with the boxes yellow. Click “Save”, the record will be saved. (Again “Cancel” will roll back any changes.)

Note - that all records are in upper-case so as to simplify ordering and searching the database.

In the [Customers](#) section the records can be searched by clicking the “Back” and “Next” buttons. More easily - click “Find” and a list of customers names appears – start typing in the “Name” box and the name on the list will be highlighted. Click on the highlighted name and the complete record will be displayed. In order to minimise the possibility of duplicate records - when a new record is added the Program checks the Surname and the last 6 digits of the Phone number against the other records, if they already exist you are given the choice to exit or to continue to add the record (perhaps husband & wife have separate records). The program also expects you to save more than just a name (ie. It needs an address or phone number too).

Clicking on the customer's Email address will start your Email program.

The [WorkTickets](#) section is slightly more complex. Initially only jobs which are not marked as “Collected” are displayed. Clicking “Find” will bring up options for searching the database (by Name, Date Received, Date Due, Invoice Number, Work Ticket Number, Moulding and All Records). When the record is edited only work-related fields can be changed (ie. not the Description or Customer for instance). As the job progresses through your system it can be marked as “Completed” and then “Collected”. For obvious reasons only records that are NOT marked as collected can be edited.

In the [Mouldings](#) section you can find a Moulding record by entering its ID code in the yellow box and then clicking “Find” (or use the “S” button to find by Supplier & Supplier number). The records can also be searched by clicking the “Back” and “Next” buttons, or by supplier. Click the “Supplier” button and the suppliers in the database are listed, select one and that supplier's mouldings are listed.

The fields on the records are fairly obvious. If you keep the moulding in stock tick the “Current” box.

If you have stopped using a moulding write “Discontinued” somewhere in the Notes field and a message on the main form will warn if you try to use the moulding again.

Along the bottom row of boxes you set the wastage (%) for a particular moulding (this overrides the default wastage). So if a moulding is particularly wasteful you can reflect that in your prices. You can see the total amount used of this moulding (read-only) and get, or update the stock. If you don't wish to use the two stock boxes just ignore them.

! Unlike WPP2, you can set your own Moulding ID.

If you wish to continue with the same way WPP2 assigns Moulding Ids then the next available number for you to use is shown above the Moulding ID box. Otherwise you can use any combination of (upto five) letters/numbers. The program will not allow you to use a duplicate ID, also you cannot normally change (edit) an ID once saved, as this would, in effect, give you a new record. However this could be inconvenient in some circumstances, so if you really need to edit the Moulding ID – tick “Edit Mol ID” in “Options”.

[Work/Stock Value](#) Clicking the arrow on the lower box enables you to see tables showing -

- 1) Mouldings – Stock & Value (listed by supplier)
- 2) Most Used Mouldings (listed by amount used)

- 3) Low Moulding Stock (listed by supplier)
- 4) Work Tickets – Still for completion (listed by date)
- 5) Work Tickets – Still for collection (listed by date)

Any of these lists can be printed-off.

(The moulding stock figure, of course, is only what the program thinks the stock and its value should be. But if you persevere, by adjusting the wastage percentages, you should get to a reasonably accurate figure.)

“Setup”

! Adding labels to the program and giving values to them are treated as two separate actions in order to keep things simple.



“Customise Labels”

This is where labels are added to the program. Thus the program can reflect your business's specialisations, if you use a dozen types of glass then the program can be configured to show that. Whereas a different framer could show ten types of mount, but only four sorts of glass.

The [Mounts](#), [Glass](#) and [Sundries](#) tabs are similar. In the top box enter the new label (eg. “Plain Mount”) and click “Add”, the label will then be added to the list in the lower box (upto 15 characters/spaces can be used). To remove a label highlight it in the lower box and then click “Remove”.



“Values”

This is where all the values which affect the costings are set out and entered. (Note – all values are in pence/Cm. or pence/sq. Cm.)

[Frame](#) tab sets the framebase value, the moulding markup and the lengths-of -moulding markup, click “Save” to register the values with the program.

[Mount and Glass](#) tabs again are similar – there is a box for the base price plus a list of labels with a box for the value. It is important to “Save” each value before selecting the next label on the list.

[Sundries](#) tab – similar to the Mount and Glass tabs but with the additional task of setting the type of value -single value, or multiplied by the perimeter, or multiplied by the area. If the value is not a single value then you set the start cost (in pence). Again “Save” each value before going on to the next.

[%](#) tab – Sets the percentages used by the program. If you are not registered for VAT set the VAT box to “0” and remember to enter the wholesale price you pay (ie. inc. VAT) in the mouldings records and when setting the other values.

Enter your VAT number here (will be printed on the invoice).

If you do not take deposits then set this to “0” and the deposit box on the main form will remain blank. Also you will not be prompted to enter the amount of deposit taken at the customer details stage.

Discount sets the default percentage discount (in 2.5% steps, for ease of use).

The “Backup” & “Restore” buttons do just that with the values and labels you have set.

! The backup file is called “User.xml”.



“Options” menu item contains variables that, once set, will rarely need to be changed.

Program tab

“Turnaround” is the job turnaround time in days. This may need to be changed for busy periods. If the collection day is a Sunday then the program will substitute Monday (though if you really want the collection to be on a Sunday, when saving the customers details with the invoice click the date on that form to display a calendar and select the desired day). Also, if the collection date turns out to be Christmas day or Boxing day the program will substitute initially the 27th, but if that turns out to be a Sunday then the following Monday.

“Current Invoice Number” shows the next Invoice Number to be used. This can be increased if desired (but not decreased, as this would create duplicate invoice numbers).

! If you import a saved V3 database file the program will check its highest invoice number and use that number (+ 1) for its next invoice.

“Connect to Pre-View.” If you have “Pre-View” visualisation software (www.pre-view.biz) then ticking this box will put the Pre-View button on the main form. After you have visualised the job with Pre-View click this button to transfer the size and moulding(s) to Wessex Premier. (Because Pre-View is concerned with visualisation and Wessex Premier with pricing the data used is rather different so only the size & moulding is transferred over, it does however halve the time taken to produce a price.) At first the program will look for the Pre-View data file where it thinks it should be, however, if it cannot find it will prompt you to select it – when you have it will remember for next time. (Hint – for Vista try “C:\common documents\Pre-View\EstData.vis”)

! Obviously the moulding records in each program have to match.

! Note – Wessex Premier will cope with upto 2 stacked mouldings (inner & outer) Pre-View allows for more, this will show up as multiple moulding lds joined with a “+”. (And then an error when “Total Price” is clicked.)

“Set/Change Password” button – Click to set or change a password to protect the “Setup” menus (“Customise”, “Values” and “Options”). The password needs to consist of 5 -12 letters or numbers. Leave blank to not use a password.

NB. In case you forget the password you set there is a master password – contact Wessex Pictures for more information.

“Default Wastage” can be adjusted to suit. On individual moulding records a particular wastage can be set to match the moulding. However this figure will be used with mouldings which do not have their own wastage set, ie. If you left it at zero when you saved the record.

“Low Stock level” (in metres) triggers a warning message on the main form if the stock is low (the initial setting is 3 metres, roughly a length). Set this to zero to disable the message (ie. If you are not bothering to use the program to keep track of your moulding stock).

“Minimum Charge” The amount (in whole pounds) of your minimum charge (set to zero if you do not have one). If the minimum charge has been applied then the price on the main form is shown in **blue** (rather than **red**).

Database tab

Clicking the “New” button will import a fresh **blank** V3 database file. This could be useful if you have practised creating and editing records and wish to start from scratch recording your data for real.

Clicking on the “Update from file” panel will take you to a dialog where you update or add to your Wessex or Frinton moulding records (or other compatible supplier's file), having first downloaded the file onto your computer. Choose the supplier then the type of update (your choice is displayed at the bottom of the form) then click “OK”. You will be prompted to find the update file the program will then perform the requested update. When you are finished click “OK” again to exit.

! The “Supplier” field in your database must be “WESSEX” (ie. Not WP or WESPICT etc.) or “FRINTON”.

! If a moulding has been discontinued it will be labelled as such in the “Notes” field

! The update files are Excel spreadsheets titled “WessexMouldings” & “FrintonMouldings”, and the latest versions can be downloaded from the Wessex Pictures website (www.wessexpictures.com) They

are also on the installation CD. Though they may not be up to date.

At the end of the process you have the option to view the report as a text file that will show the mouldings which have been marked as discontinued, or which have failed to have been added. This can be printed out. (The file is deleted when the program exits.)

! The added Wessex records use their Wessex code number as their MolID number. (Recently Wessex have added Polcore to their range, these have longer code numbers than usual. So after you have added these records use the "S" button to find them and then "edit" the ID number.)

! Added Frinton mouldings have an ID consisting of the last 4 digits of the Frinton number plus an "F" at the end (ie. 1234F).

! If you have added all the Wessex and all the Frinton mouldings to your database (well over 2,000 records!) you will probably find it easier to find the record by using the "S" button to search by supplier number.

The "Transfer v2 file" panel is for those who have been using the "Wessex Pricing Program Advanced" (WPP2) and wish to transfer their data into the new (V3) database. Tick the tables that you wish to transfer and then click the "Transfer" button. A standard Windows dialogue box will appear for you to locate the v2 database you wish to use. A report box will show the numbers of records transferred.

! A fresh blank V3 database file is automatically loaded, this is because the moulding, customers & worktickets ID numbers need to remain unchanged, otherwise your data becomes useless.

Sizing/Col. tab

Here you set your default measurement system (Inches, Cm. Or Mm.). Also set the size (in Mm) at which a warning will appear reminding you to check your mount/glass stock. Normally this would reflect the standard mountboard size stocked. (The default is 32" x 40", Crescent mountboard size.)

You can change the graduated background colour on the forms by unticking "Default" then clicking "Upper" for the upper colour (a standard colour dialog will appear, select the colour you want, then click "Ok"). Do the same for the lower colour and "Save" your choice. Tick "Default" to return to the default graded blue.

Print

Sets the default number of copies of Invoices/WorkTickets to be printed (can be overridden at print stage).

"Invoice Style" contains a button to change the colour of the address on the invoice/workticket. As well as a button to change the font.

Ticking the "Use own letterhead" box will cause your entered address not to be printed and the rest of the Invoice/WorkTicket to be shifted down to allow space for your own preprinted letterhead. (This is a compromise between allowing enough space for the Invoice/WorkTicket information and letterhead space.)

There is a "footer" box for a message to be placed at the bottom of the quotes and invoices (upto 50 characters/spaces). Leave blank to print nothing, enter "Default" for the default version (shows collection date), Else the collection date and your message is printed.

Netwk/BkUp tab

If you are networking the program, on the "slave" computer(s), tick "Use Networked Database" and then click on the "... locate network database." label. This will bring up a standard Windows dialog box to locate the database you wish to use. Click the "Save" button so the computer will "remember" where the database is and use that rather than its own database. (See below for more detail.)

The database file contains vital information that would be disastrous if it were lost (for instance, through hard disk failure). So tick the "Use automatic backup box." then "Click here to set automatic backup path." Now, although you can backup to the same hard disk as the program is on (C:) this misses the

point – the path should be set to an external disk (usb flash drive or other type) or a second internal drive. Click the “Save” button. Now each time you shut down the program the database file (V3.mdb) will be copied to that location.

“Help”



“HowTo” Shows a series of videos covering some basic tasks with Wessex Premier. These videos are in “.wmv” format so they will play on “Windows Media Player” when you click on the menu item.



“Help” Can also be accessed by pressing “F1” at any point on the main form. As the file is in PDF format a PDF reader must be on your computer to open it.



“About” This item will give you information about the version of the program.

Networking

Obviously it could be useful to have a computer in the shop giving prices etc. and one in the workshop viewing the worktickets. It is important that, however many computers you have, there is only ONE copy of the database in use, so networking is called for. Even with modern systems networking still remains something of a “dark art”, so you may need specialised help to get the computers “talking” to each other (libraries of books have been written on the subject). Once they are networked follow the steps below.

As far the Wessex Premier is concerned the concept is as follows – There is a “Master” computer (usually the one which will issue the prices & print off the invoices), this will hold the database file to be used over the network. The Master computer is networked to one or more “Slave” computers, they also have a copy of the program installed. But instead of using their own database the “Use network database” box is ticked, the path to the master computer's database is recorded and that file used instead.

The above is achieved by -

1. Install the program on each computer (you will need an enabling code from Wessex for each one).
2. On the master computer navigate “All Programs” - “Accessories” - “Windows Explorer”. Then, on the left hand pane (in Windows Explorer) go to “My Computer” - “C:” - “Program Files” - “Wessex Pictures”. Right-click on this folder, then select “Sharing & Security. Tick “Share this folder on the network”, also select the permissions you want (ie. Whether the slave computer(s) can modify the files). Click “Apply”.
3. On each of the slave computers tick the “Use networked database” box, then click the “... locate network database.” label. With the dialog box - on the left hand pane select “My Network Places” and the shared folders will appear. Double-click the Wessex Pictures folder, keep double-clicking until a screen with 3 folders (titled “First Values”, “HowTo” & “New V3”) and a file titled “V3” appear. Highlight “V3”, then click “Open”. The dialog box closes and the path to the database is shown (it will be something like “[\\mainwessex pictures\Wessex Premier Pricing Program\V3.mdb](#)”).
4. Click “Save” on the Options form and close it. The slave computers will now use the master computer's database.

Phew! That's it. (The above is using Windows XP, the steps will be similar in other versions of Windows).

NB. The labels & values in all the computers should be the same. This is easily achieved by going to "Values" - "Backup" on the master computer and copying the file (User.xml) to a memory stick, then going to "Values" - "Restore" on the other computers and that file will be copied onto them.

Databases

Database record "ID" numbers are unique to a particular record (to be sure of no possibility of duplication). Previously the Moulding ID field "auto-incremented", however now you can set your own ID to suit your way of working/thinking (see above). Be careful and think through how you use the ID's, for instance if you change the moulding details but keep the same ID number - any records saved with the original moulding ID will appear to use the new moulding.

Once a moulding or a customer record has been saved with a work ticket you will find that you cannot delete that record, because the program "knows" that it is needed for the work ticket record. (Suggest that you "Edit" the record to mark the Moulding as "Discontinued", or that the Customer has moved away.) This is known to database designers as the "Referential Integrity Check".

Zero moulding ID

For the same reason as above the program expects you to save a Moulding ID with the work ticket, so the first time you add a job without a Moulding (perhaps working on a customers own frame), if you do not already have one, the program will create a moulding record with the width and cost set to zero. (The ID of this record will be "ZERO".)

In previous versions of Wessex Premier this record had to be created manually, then you had to enter the ID into a box in "Setup" - "Options" so the program "knew" which record to use. Now the program handles all this automatically.

Guest moulding ID

Previously if you used the "Guest" moulding option (see above) this would appear on the Invoice/WorkTicket as "No Moulding". Now a "Guest moulding record" is used, created automatically as the Zero record (above), and is shown as "Guest Moulding" on the Invoice/WorkTicket. However you will still need to record the details of which moulding you are planning to use.

Displaying/Printing lists from the database

The program will only print some basic lists from the database. However, more sophisticated ones can be constructed by importing the data into Microsoft Excel and printing from there. (Note, other office packages, notably "Ability Office 4", are able to do this as well.) The following instructions are from Microsoft Office 2003.

Excel will use a feature called "Microsoft Query" which is not always automatically installed with the rest of the program. If this is the case you will be prompted for the original "Office" CD to add the feature.

Instructions -

Start Microsoft Excel.

On the top toolbar click on "Data".

Then "Import External Data".

Then "New Database Query".

Then you will be asked to choose the Data Source –highlight "MS Access Database".

Click "OK".

A box asking you to select the Database will appear. Locate the file "V3.mdb" using the right hand list (if necessary double-click on C: to get to "Program Files"). When you have found it "V3.mdb" will appear in the left hand list, highlight this and click "OK".

You are now connected to the database and are asked to choose (double-click) what information you wish to include (For instance within the “Mouldings” table there is “MolID”, “Supplier”, “Supplier No” etc.). These show in the right hand box where you can alter the order in which they appear.

When you have finished click “Next”.

Now you have the opportunity to filter the data (for instance where the “Supplier” equals “WESSEX” or the “Postcode” begins with “XY10” etc.).

When you have finished click “Next”.

Now you can choose how to sort the returned query.

When you have finished click “Next”.

Finally you are asked to “Return the Data to Microsoft Excel” (you can also save the query).

Click “Finish”

You are now back at Excel, you are asked if you want to open a new work sheet or use the existing one. Choose and click “OK”. The data will appear in the worksheet and can now be printed off in the usual way.

All the above may seem overly complicated, but you will find that it provides a very flexible and (ultimately) straightforward way of querying the database.

If you have saved the query, next time you can shorten the process by going to “Data”, “Import External Data”, this time select “Import Data”, then select the saved query.

Using the Database with other programs

You can open the database with dedicated database programs in order to perform more complex analysis. Microsoft Access (2000 or above) is the most popular (the database was actually created using Access), but Ability Office 4 & Star Office will also open the file. Open Office is also well worth looking at (this Help file was written with it), it is a free download from www.openoffice.org. (You will need to look at its Help file for the exact sequence of steps to open an Access (.mdb) file.

It is sensible to work with a copy of the database, so use the “Export Database” menu option.

You may notice that there are some tables & fields within the database structure that are not used with this program. This is to allow for future development.

! Do not make any changes to the underlying structure of the Database with other database programs, as this is likely to cause the Pricing Program to crash.

Database details

Below are details of the fields in the “Customers” and the “Mouldings” tables. They are useful if you are planning to transfer an existing database into the program’s V3.mdb file, to enable you to check compatibility.

Customers

- CustID Autonumber
- Name Text, 30 characters
- StreetAddress Text, 50 characters
- City Text, 30 characters
- PostCode Text, 10 characters
- Title Text, 10 characters
- PhoneNumber Text, 15 characters
- Notes Text, 50 characters
- Initial Text, 5 characters

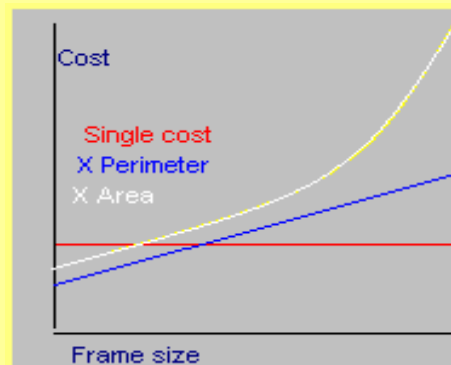
- EMail Hyperlink
- Buying Text, 100 characters (not used)

Mouldings

- MolID Text, 10 characters
- Supplier Text, 30 characters
- [Supplier No] Text, 20 characters
- Width Number
- Price Currency
- Notes Text, 100 characters
- Waste Number
- Used Number
- Stock Number
- Current Boolean

Points to remember

Graph showing the effect of frame size on cost when multiplied by the area or perimeter.



Not registered for VAT?

Put a zero in the VAT % box ("Setup" - "Values")

Don't take deposits?

Put a zero in the Deposit % box ("Setup" - "Values")

Don't want to use stock control?

Put a zero in the Low Stock level box ("Options" - "Program"), and don't bother with the stock boxes on the individual moulding records.

Don't have a minimum charge?

Put a zero in the Minimum Charge box ("Options" - "Program")

Want to use your own Letterhead?

Tick the "Use own letterhead" box ("Setup" - "Print & VAT")

Moulding not in the database?

Type "Guest" into the appropriate moulding box, and follow the prompts. (If the WorkTicket is to be saved - enter the moulding details into the "Notes" section.)

Remember to

Backup the database & the labels/values (any existing values are overwritten when the backups are restored).

Finally

Remember – Computers and programs aren't intelligent, - you are!

FAQ's

Will the program run on a Mac?

By itself no. But if you have a program such as "Virtual PC" it should do.

Can I run the program from the CD?

No. It has to be installed on your computer.

I get an error every time I try to view the Help file.

Check that a PDF reader is installed ("SumatraPDF" is supplied on the CD).

The price of the frame is too low for the values I've put in.

Check that correct dimensions have been put in and the correct measurement system is used. Also, some keyboards are easier to "mis-key" on than others.

Are there "Short cut" keys on the main form?

Yes, but for programming reasons they do not have the normal underlined character. They are "Alt + P" for Total Price, "Alt + C" for Clear and "Alt + R" for Reset. Also pressing the "Enter" ("Return") key operates the "Total Price" button, while the "Escape" key operates "Clear". (Using the "Escape" key on most of the other forms will also close them.)

I have entered new items and values, but they don't appear on the main form.

Each item needs to be saved before moving on to the next one. Then a value saved for every item. You may need to restart the program.

I have agreed a special price with the customer, how can the program reflect this?

Save the invoice as usual, but do not "Print" it. Immediately go to "Tools" - "Manage Database" - "WorkTicket", "Find" the invoice number (tip – click the ">|" button instead, as this will take you to the last record saved). Then "Edit" the workticket to show the agreed price. Click "Save" - now "Print" the corrected Invoice & WorkTicket.

When the Invoice is printed several WorkTickets are on top of one another.

Have you recently used "System Restore"? This will rollback your invoice number to what it was at the time you have restored back to. Go to "Setup" - "Options" and increase the "Current Inv. num."

I have Microsoft Office, but I can't find "Access".

"Access" is only included with "Microsoft Office Professional" edition and above, (ie. Not in the "Student" or "Small Business" edition).

I want to print a list of customers for a mail shot.

In "Word" (2003) go to "Tools" - "Letters and Mailings" - "Mail Merge", when prompted select "Use an existing list" & browse for a copy of your V3 database, selecting the Customers table. Continue to follow the prompts. Other word processing programs work in a similar way.

Do I have to register under the Data Protection Act?

Possibly – If you are using the names & addresses for mailshots etc. then almost certainly. But

probably not if they are just stored as a record with the worktickets. Check the Information Commissioner's website www.ico.gov.uk

I need more space for Customer's address etc. in the database.

Sorry, the database is a compromise between speed/ease of use and showing absolutely everything. Be creative!

How large can the database file be?

2Gb is the upper limit for this type of file. In real terms this is huge – after a year a file with some 1,400 moulding records, 1,200 customer records and over 2,000 work ticket records takes up 1.7Mb. - that's another 1,200 years at the same rate!

I've restored the database/values file from my CD copy, but I get a message saying the file is in use or locked.

Navigate to "C:" - "Program Files" - "Wessex Pictures" - "Wessex Premier Pricing Program". Right-click on "V3.mdb"(or "User.xml"), choose "Properties" and then make sure "Read only" is not ticked.

What About Upgrades?

As with all software Wessex Premier is being developed in response to client feedback. You can check with Wessex Pictures for the latest version (the upgrades are free). Make sure you back up (export) the database & values before you install the new version.

How do I get technical support?

Contact Wessex Pictures on 01590 681681. Or look at www.rightanglepictureframing.co.uk